



SCHOOL *for the* Deaf & Blind

giving kids the building blocks to independence

3911 CENTRAL AVENUE
Great Falls, Montana 59405
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www.msdb.mt.gov

DEPARTMENT: Montana School for the Deaf and Blind

Division: Education

JOB TITLE: School Guidance Counselor

START DATE: August 20, 2007

STARTING SALARY: Dependent on education and years of experience

LOCATION OF JOB: Great Falls

STATUS: Permanent, Full-time, One Position Available (185 duty days)

SUPPLEMENT REQUIRED: Yes

PAY GRADE: Contract exempt

POSITION NUMBER: 51304006

BARGAINING UNIT: MEA/MFT

CLOSING DATE: Open until filled

TYPICAL DUTIES: Provides leadership and develops, implements, coordinates, monitors, and evaluates activities of a comprehensive program as a part of the goals and objectives of the overall school improvement plan. Collects data that include program objectives and activities for an annual report to be submitted to the superintendent and Office of Public Instruction. Serves as consultant to IEP teams for individual students with unusual problems that appear to be beyond the scope of the teachers or cottage staff.

Conducts counseling learning activities in the classroom for each grade level during the year in collaboration with the teaching and cottage staff; consults with and is a resource to teachers and cottage life attendants to facilitate the infusion of counseling content into the regular education curriculum.

Conducts structured, goal-oriented counseling sessions to meet the identified needs of individuals and groups of students. Provides individual assistance to students regarding personal, social, educational, and career issues and plans.

Collaborates with the transition coordinator and other education and cottage staff to assist students in making smooth transitions between elementary, middle school, high school and post-secondary programs. Coordinates career, vocational and college entrance assessments and interprets results to students to assist in their career and educational planning. Guides students in updating their high school four-year educational (transition) plans and course selection and assists the administration in scheduling classes. Maintains effective relationships with staff in the Deaf and Hard-of-Hearing and Visually Impaired Departments, Student Services Program, and collaborates with Great Falls Public School personnel in placing students in GFPS programs.

Participates in staffing and team meetings and plans and conducts staff development programs. Facilitates conferences with teachers and/or parents and/or students, assists families with school-related problems and issues, and refers students with problems and their parents to appropriate specialists, special programs, or outside agencies. Provides orientation activities for incoming students and their parents and plans and conducts parent education programs.

**EDUCATION AND
EXPERIENCE:**

A master's degree in school counseling (K-12) or a master's degree and equivalent graduate level school counseling content and a supervised internship of at least 600 hours in a school or school related setting is required to obtain a Class 6 Specialist License with a School Counselor endorsement required for this position. A master's degree in the fields of education, social work or counseling is preferred. Three years of experience working in a school setting with experience with special education students is preferred.

**KNOWLEDGE AND
SKILL:**

Knowledge of legal and ethical standards, practices and guidelines in counseling, federal, state and local laws, school policies and procedures governing school guidance and counseling programs, counseling theories by selecting appropriate models and techniques for individual and group counseling, community information and referral services, state and school graduation requirements, testing protocols and procedures, i.e., interest inventories, vocational assessments, college entrance exams. Ability to plan for and implement appropriate and effective guidance and counseling curricula, assessments, and services for classes, groups and individuals, communicate assessment outcomes to staff and parents, ability to develop, implement, and manage support systems, manage time and program resources effectively, and evaluate effectiveness of guidance and counseling program. Ability to establish a positive climate and supportive physical environment for the guidance and counseling program which encourages active participation by students and staff. Ability to effectively communicate the goals and objectives of the guidance and counseling program to parents and school personnel utilizing effective oral, written and signed communication. Ability to demonstrate leadership in improving educational outcomes for students and the social climate for the school.

**ADDITIONAL
CONSIDERATIONS:**

Must be able to communicate directly and fluently in sign language with deaf and hard- of-hearing children both expressively and receptively in sign language.

BENEFITS:

Full Insurance Package

APPLICATION AND SELECTION PROCESS: Selection procedures to be used in evaluating applicant's qualifications include an evaluation of the Montana State Application form, application supplement, interview, and reference checks. **Late, incomplete or unsigned applications will be rejected.**

Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, revised 12/93). Portions of the application may be photocopied if legible.
2. Application supplement.
3. Letters of reference from previous three employers (3 letters of reference).
4. Transcripts or all coursework leading to degrees or licensure.
5. Copies of Professional Licenses which are applicable to the requirements of the position.

6. Applicants claiming the Handicapped Person's Employment Preference must provide verification of eligibility with the application materials by the closing date. The required documentation includes a completed Department of Public Health and Human Services (DPHHS) Certification of Disability form.
7. Signed and dated Applicant Release of Information form.

INQUIRIES AND REQUEST FOR APPLICATION: Any Montana Job Service.
Locally 1018 7th Street South, Great Falls, Montana, 406-791-5800.

APPLICATION DEADLINE: Applications may be returned to the Great Falls Job Service or to the Montana School for the Deaf and the Blind.

ACCOMMODATIONS: The State of Montana and the Montana School for the Deaf and the Blind makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process. For the school to consider any such accommodations, the applicant must notify the school in writing of any needed accommodation by the application deadline.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a United States passport or a green card.

ADDITIONAL REQUIREMENTS: MSDB is a non-smoking environment extending to the entire campus: there are no authorized smoking areas and smoke breaks are not given. All successful candidates must possess a Montana Drivers License; submit to a background check, which includes a criminal record review, and must not possess any felony or DUI convictions. It is the policy of the Board that any finalist for hire shall submit to a finger-print based national criminal history background check conducted by the FBI prior to recommendation for hire. Additionally, an "Applicant Release Form" must be completed and signed as part of the application.

The Montana School for the Deaf and the Blind is an Affirmative Action/Equal Opportunity Employer (EOE). MSDB will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, disability, age, religion, ancestry, union membership or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Employees and participants who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for persons with disabilities, should contact the Affirmative Action Officer, Montana School for the Deaf and Blind, 3911 Central Avenue, Great Falls, Montana 59405. Phone (406) 771-6000